

**PRIVATE SCHOOL CHOICE PROGRAMS (PSCP)  
NEW SCHOOL REGISTRATION CHECKLIST  
2017-18 SCHOOL YEAR**

Please complete the following checklist and mail it to the DPI with the Disclosure of Information form by August 1, 2016. The forms noted in items 2-6 must be completed accurately and received by DPI no later than August 1, 2016, in order for a private school to participate in the PSCP during the 2017-18 school year.

**1. New School Registration Cover Letter:**

\_\_\_\_\_ The school's administrator has read, in its entirety, the new school registration cover letter and understands the requirements that must be met by August 1, 2016 and December 15, 2016.

**2. Notice of New School's Intent to Participate:**

\_\_\_\_\_ "General Information Section" is complete and legible.

\_\_\_\_\_ The choice administrator has included the school's street address or a current mailing address.

\_\_\_\_\_ "Agreement/Signatures Section" is completed by administrator indicating the administrator agrees that compliance with program requirements constitutes a condition of receipt of funding under the program.

\_\_\_\_\_ The form has been electronically signed and submitted by the choice administrator.

\_\_\_\_\_ A copy of the completed form has been emailed to [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov).

\_\_\_\_\_ The choice administrator has printed a copy of the completed form for his/her records.

### **3. Auditor Fee and Form:**

\_\_\_\_\_ The Auditor Fee Form is completed and the form along with a cashier's check made payable to the Department of Public Instruction in the amount of \$600 has been mailed to the **DPI Business Office** at the address listed on the auditor fee form. Please note that if it later determined that the fee for participation in 2017-18 is more than \$600, the adjustment payment will be due to the DPI no later than January 10, 2017.

### **4. Disclosure of Information Form & Policies:**

\_\_\_\_\_ The choice administrator has completed the "General Information" section of the form and has signed the form.

\_\_\_\_\_ All of the school's board members have signed the form and have included an alternate address.

\_\_\_\_\_ All of the required policies and information listed on Page 2 of the form are attached as directed.

\_\_\_\_\_ The Disclosure form and required attachments have been mailed to DPI at the address in the top right corner of the form. Original signatures are required. Faxed or emailed copies are not acceptable.

### **5. Continuing Eligibility Form:**

\_\_\_\_\_ The Continuing Eligibility form is complete and the administrator has indicated on the form which of the four standards the new school will meet in 2017-18.

\_\_\_\_\_ The form has been electronically signed and submitted by the choice administrator.

\_\_\_\_\_ A copy of the completed form has been emailed to [privateschoolchoice@dpi.wi.gov](mailto:privateschoolchoice@dpi.wi.gov).

\_\_\_\_\_ The administrator has printed a completed copy of the form for his/her records.

### **6. Anticipated Budget and Cash Flow Form:**

\_\_\_\_\_ The budget form is complete with no errors.

\_\_\_\_\_ The administrator has signed the cover page of the budget form.

\_\_\_\_\_ The signed budget form has been mailed or emailed per the directions on the form.

**7. Preaccreditation:**

\_\_\_\_\_ The administrator of the school has contacted one of the preaccrediting entities for information on the preaccreditation process to ensure that the school is preaccredited by **December 15, 2016.**

**Please complete and mail this checklist along with the Disclosure of Information form by August 1, 2016**

Checklist Completed By: \_\_\_\_\_

School Name: \_\_\_\_\_